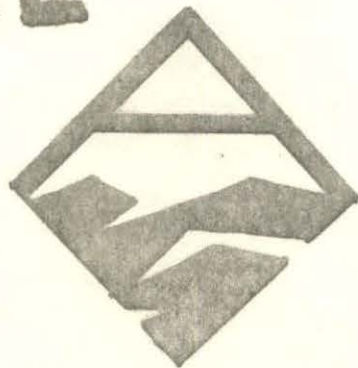


APPALACHIAN STATE MODULE

ABE



GUIDELINES

FOR
EXPERIMENTAL
DEMONSTRATION
AND
RESEARCH
PROJECTS

Appalachian Adult Education Demonstration Center
Morehead State University Morehead, Kentucky

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Therefore, the Adult Basic Education program, like every program or activity receiving financial assistance from the Department of Health, Education, and Welfare, must be operated in compliance with this law.

TABLE OF CONTENTS

	Page
I. GENERAL PROVISIONS	1
A. Purpose	
B. Applicants Eligible for Grants	
C. Application for Grants	2
II. STATE MODULE FIELD UNIT PROJECTS	
A. General Description of Field Unit Projects	
B. Approval of Local Programs	
1. General Policies	
2. Program Criteria	4
C. Terms and Conditions for Approval of Projects	5
1. Instruction	
2. Recruitment and Selection of Students	
3. Tuition, Fees, and Other Charges	
4. Duration and Intensity of Instruction	
5. Adequate Facilities and Materials	
6. Guidance and Counseling	
7. Health Information and Services	
8. Reports	
9. Equal Employment Opportunity	6
10. Examination of Records	7
11. Disputes	8
12. Copyright and Publications	9
13. Patent Rights	
14. Printing, Binding, and Duplicating	10
D. Application Procedure	
1. Guidelines for Proposal Development for the AABEDC	11
(a) Problems	
(b) Objectives	
(c) Rationale	
(d) Related Work	
(e) Procedures	
(f) Personnel	
(g) Evaluation	
(h) Budget	
2. Forms for Filing Application	12
III. PERSONNEL SELECTION AND CERTIFICATION	
IV. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES	
A. Payment of Funds to Local School Divisions	
1. General Policies	
2. Procedures	
3. Proration of Expenditures	13
4. State Module Subcontracts, Payment Schedule '70	

TABLE OF CONTENTS (Continued)

	Page
B. Local Fiscal Records and Auditing	13
Retention of Records: Local Level	14
C. Fiscal Reports and Adjustments	
D. Disposition of Facilities and Equipment, Including Loss	
Purchase or Rental of Equipment	15
E. Expenditures under the AABEDC Plan	
1. Direct Costs	
(a) Salaries	
(b) Full Compensation Limitation	
2. Employer's Contributions to Retirement, Health, Workmen's Compensation, and Other Welfare Funds Maintained for Employees of the Grantee	16
3. Fees and Approved Expenses of Consultants	
4. Travel Expenses of Staff and Consultants, Thereto, in Accordance with Established Appropriate State, Local, or Institutional Travel Regulations and Limitations	
5. Communications Costs	17
6. Supplies, Printing, and Printed Materials	
7. Rental of, or, where Economically Justified, Purchase of Office and Program Equipment	
8. Rental of Space	
9. Minor Remodeling of Space in Publicly Owned Buildings to the Extent that Such Cost Are Not Included in Rental	18
10. Utilities and Custodial Services to the Extent Not Included in Any Other Item in This Section	
11. Other Related Expenses	
12. Indirect Costs	

FORMS:

AABEDC FORM: 112-1	19
AABEDC FORM: 112-3	21
AABEDC FORM: 112-4	22
AABEDC FORM: 112-5	23
AABEDC FORM: 112-6	24
AABEDC FORM: 112-7	25
AABEDC FORM: 112-8	26
AABEDC FORM: 112-9	27
AABEDC FORM: 112-10	28
AABEDC FORM: 112-11	29
AABEDC FORM: 12	30
AABEDC FORM: 12	31
AABEDC FORM: 12	32
AABEDC FORM: 12	33
AABEDC FORM: 10	34
AABEDC FORM: 12	35
AABEDC FORM: 12	36
AABEDC FORM: 12	37
AABEDC FORM: 12	38
AABEDC FORM: 11	39
AABEDC FORM: 12	40
AABEDC STUDENT INFORMATION SURVEY	41
AABEDC EMPLOYMENT STATUS	43
AGENCY REFERRAL	44
AABEDC MODULE STATISTICS	45
AABEDC WITHDRAWAL FORM	47
AABEDC PROFESSIONAL STAFF	48

STATE MODULE APPLICATION for an APPALACHIAN ABE FIELD UNIT PROJECT

The purpose, requirements, and procedures for developing state module field unit proposals under the auspices of the APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER, (AABEDC), Morehead State University support the goals of "special experimental demonstration projects" as established under the Adult Education Act of 1966, Title III, P.L. 89-750, Section (b) as Amended: "to encourage and expand basic educational programs for adults to enable them to overcome English language limitations to improve their basic education in preparation for occupational training and more profitable employment, and to become more productive and responsible citizens"

Local school divisions or agencies proposing "special projects" are expected to comply with all federal and state departments of education requirements and fulfill the purposes of the Center described herein.

I. GENERAL PROVISIONS

A. Purpose

In coordination with other efforts directed toward the educationally and economically deprived, the AABEDC shall assist and coordinate local school divisions and/or agencies called Appalachian Adult Basic Education Field Units, in developing ABE experimental or demonstration projects which (1) involve the use of new methods, systems, materials, or programs which may have national significance to be of special value in promoting effective programs; (2) involve programs of adult education, carried out in cooperation with other federal, federally assisted, state, or local programs which have unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with basic education deficiencies; and, (3) afford reasonable assurance of progress toward elimination of the inability of adults to read and write English and, toward raising their level of education thereby making them less dependent on others and better able to obtain or retain a more productive or profitable employment.

B. Applicants Eligible for Grants

1. Projects should be planned to serve the educationally disadvantaged population within the geographic definition described as APPALACHIA.
2. Any local educational agency or other public or private nonprofit agency, including an educational television station, is eligible to submit an application.

3. The following are not eligible: (1) Individuals; (2) any agency, institution, or organization whose net earnings lawfully inure or may inure to the benefit of any private shareholder or individual; or (3) any "school or department of divinity" as defined above.

C. Applications for Grants

An application for a grant must be prepared in accordance with the instructions and format presented in this Manual and submitted to the Appalachian Adult Basic Education Demonstration Center, Morehead State University, Morehead, Kentucky.

A local educational agency submitting an application for a grant should attach a letter providing evidence of cooperation with the State educational agency. An applicant that is not a local educational agency should describe the extent to which the proposed project has been discussed with local or State adult education officials.

II. STATE MODULE FIELD UNIT PROJECTS

A. General Description of Field Unit Projects

State module proposals will deal with experimental or demonstration field unit projects of instruction in ABE focusing primarily upon individuals 16 years of age and over and whose communicative and computational skills are below an 8th grade level of achievement.

B. Approval of Local Programs

1. General Policies

In approving local educational agency projects as developed by state module advisory committees, the AABEDC shall base decisions and subsequent actions upon the following:

- (a) The project will involve the use of innovative methods, systems, materials, or programs which may have national significance or be of special value in promoting more effective Appalachian programs under this title.
- (b) The project will involve programs of Adult Education, carried out in cooperation with other federal, federally assisted, state, or local programs and have unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with basic educational deficiencies.
- (c) The project will focus upon individuals who have attained age 16 and whose lack of basic education skills constitutes a substantial impairment of their ability to adapt and function successfully within the contemporary society.

- (d) The curriculum will revolve around a core of fundamental language arts and arithmetic through the 8th grade level.
- (e) The project will involve all and specifically focus upon one or more of the AABEDC twelve project component objectives and include elements of all components:

OUTREACH - ascertaining more effective means recruiting potential students.

RETENTION - developing strategies in instruction to keep adult clients in programs until their goals have been achieved.

DIAGNOSIS - Tests, inventories, descriptive materials currently used to evaluate adults and adult basic education programs; new tests, inventories, and techniques will be subjected to research and evaluation.

MANPOWER - identification of the type of professional personnel, their characteristics and training need in the program.

MATERIALS AND CURRICULA - the adaptation of existing curricular materials; the development of new materials, media, and design to meet defined needs in a life-centered approach; and, to determine curricular need to facilitate job entry.

METHODS AND TEACHING TECHNIQUES - the development of pilot training programs, different methods and resources which will develop teacher competencies in approaches of instruction.

CONTINUAL AND TERMINAL COUNSELING - making counseling the focal point for other elements of guidance in a comprehensive manner; training and preparation to guide the undereducated adult to assimilate and integrate personal-social behavior and educational-vocational information consistent with his educational and social developmental stage.

PLACEMENT FOLLOW-UP - procedures developed for assuring meaningful educational and vocational placement.

The assessment of the effectiveness of the program; and, a method of ascertaining and satisfying further needs of the enrollee.

VOLUNTEERS - the identification and utilization of community resources in volunteer support services for ABE.

are necessary training for volunteers, award systems, matching ability and tasks as well as skills necessary to enable the volunteer to do his job effectively.

BUSINESS AND INDUSTRY - the involvement of business and industry at all levels of interest and service to ABE especially as it relates to human resources development and needs.

PARTICIPANTS IN PLANNING - providing ABE client opportunities for participation in decision making and training to increase their effectiveness in participation leading to strengthening of communications and socialization with other persons in the community and decreasing alienation from institutions that serve them.

- (f) The comprehensive ABE class shall be sufficiently broad in scope to include such pertinent areas as health education, consumer education, citizenship, and home management.
- (g) The project will interrelate efforts and interests of all agencies concerned with the undereducated adults.
- (h) The project will serve the Educational Disadvantaged Population defined as "Appalachian." Demonstration and research activities are to be conducted in the geographic region of designated Appalachian counties, unless otherwise defined and accepted in the proposal design.

2. Program Criteria

In establishing criteria for approval of state module field unit projects, the AABEDC must give consideration to factors such as the following:

- (a) "Whether and to what extent the project involved the use of innovative methods, systems, materials, or programs which may have national significance or be of special value to promoting effective programs to encourage and expand basic education for adults to enable them to overcome English language limitations, to improve their basic education in preparation for occupational training and more profitable employment, and to become more productive and responsible citizens.
- (b) Whether and to what extent the project is to be carried out in cooperation with other Federal, federally assisted State or local programs which have unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with basic Educational deficiencies.
- (c) Whether and to what extent the project has unusual promise in establishing or improving instruction in speaking, reading, or writing the English language at the eighth grade level or below.
- (d) Whether and to what extent the project is related to and is carried out in conjunction with a teacher-training project in adult education.

- (e) Whether and to what extent the applicant proposes to make periodic, systematic, and objective reviews and evaluations in order to determine the status and progress of the project in terms of its overall objective.
- (f) Whether and to what extent there will be effective administration and supervision to assure efficient and economical operation.
- (g) Whether and to what extent the project is soundly designed and has educational significance; the project will utilize competent and adequate personnel, both professional and administrative; the applicant has and will make available adequate facilities to insure successful carrying out of the project.
- (h) Whether and to what extent the project will result in the development of new materials and methods which may be of value in increasing the effectiveness of basic educational programs for adults."

C. Terms and Conditions for Approval of Projects

In prescribing terms and conditions for the approval of state module proposals, the AABEDC shall require that such programs comply with the following:

1. **Instruction**
The project will contain a definition of the scope of the instruction to be provided.
2. **Recruitment and Selection of Students**
The project will endeavor to enroll adults in need of basic education, within the specified area, especially those adults in the lowest income groups who have the greatest educational deficiency.
3. **Tuition, Fees, and Other Charges**
No project of instruction will require of the adult basic education student a condition for the payment of tuition, fees, or other charges, or the purchase of books or materials.
4. **Duration and Intensity of Instruction**
Each project of instruction involved will be sufficiently extensive in duration and intensive within a scheduled unit of time to satisfy objectives of the act and experimental demonstration-research criteria.
5. **Adequate Facilities and Materials**
Facilities such as classrooms, libraries, laboratories; instructional equipment, supplies, teaching aids and communications media will be suitable in supply and quality to enable attainment of the educational objectives of the program of instruction.
6. **Guidance and Counseling**
Each local program of instruction will provide sufficient guidance and counseling services.
7. **Health Information and Services**
Whenever possible, local program authority should mobilize agencies to assist adults in need of basic education in obtaining health information and related services.
8. **Reports**
Local school divisions and/or agencies responsible for field unit project containing such forms and containing such information as the AABEDC may require in carrying out its responsibilities, and will keep such record afford such access thereto, and comply with such other provisions as the AABEDC may find necessary to assure the correctness and evaluation of such reports.

9. Article I - Equal Employment Opportunity

(Section 202, Executive Order 11246, September 24, 1965, 30 FR 11269)

"During the performance of this Subcontract, the Subcontractor agrees as follows:

"(1) The Subcontractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Subcontractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The subcontractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this non-discrimination clause.

"(2) The Subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the Subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

"(3) The Subcontractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Subcontract or understanding, a notice, to be provided by the agency Contracting Officer, advising the labor union or workers' representative of the Subcontractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The Subcontractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The Subcontractor will furnish all information and reports required by Executive Order No. 11246 of Sept. 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and with such rules, regulations, and orders.

"(6) In the event of the Subcontractor's noncompliance with the nondiscrimination clauses of this Subcontract or with any of such rules, regulations, or orders, this Subcontract may be cancelled, terminated or suspended in whole or in part and the Subcontractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The Subcontractor will include the provisions of Paragraph (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of Sept. 24, 1965, so that such provisions will be binding upon each Subcontractor or Vendor. The Subcontractor will take such action with respect to any subcontract or purchase orders as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, That in the event the Subcontractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Subcontractor may request the United States to enter into such litigation to protect the interests of the United States."

10. Article III - Examination of Records

- A. 1. The Subcontractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of this subcontract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this subcontract.
2. The Subcontractor agrees to make available at the office of the Subcontractor at reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit, or reproduction by any authorized representative of the Comptroller General.
3. In the event that the Comptroller General or any of his duly authorized representatives determines that his audit of the amounts reimbursed under this subcontract as transportation charges will be made at a place other than the office of the Subcontractor, the Subcontractor agrees to deliver, with the reimbursement voucher covering such charges or as may be otherwise specified within two years after reimbursement of charges covered by any such voucher, to such representative as may be designated for that purpose through the Contracting Officer, such documentary evidence in support of transportation costs as may be required by the Comptroller General or any of his duly authorized representatives.
4. Except for documentary evidence delivered to the Government pursuant to subparagraph 3 above, the Subcontractor shall preserve and make available his records (i) for a period of three years from the date of final payment under this subcontract, and (ii) for such longer period, if any, as is required by applicable statute, by any other clause of this subcontract, or by (a) or (b) below:
 - (a) If this subcontract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (b) Records which relate to (i) appeals under the Disputes clause of this subcontract, (ii) litigation or the settlement of claims arising out of the performance of this subcontract, or (iii) cost and expenses of this subcontract as to which exception has been taken by the Controller General or any of his duly authorized representatives, shall be retained by the Subcontractor until such appeals, litigation, claims, or exceptions have been disposed of.

5. Except for documentary evidence delivered pursuant to subparagraph 3 above, and the records described in Subparagraph 4 (b) above, the Subcontractor may in fulfillment of his obligation to retain his records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of two years following the last day of the month of reimbursement to the Subcontractor of the invoice or voucher to which such records relate, unless a shorter period is authorized by the Contracting Officer with the concurrence of the Comptroller General or his duly authorized representative.
 6. The provisions of this paragraph A including this subparagraph 6, shall be applicable to and included in each subcontract hereunder which is on a cost, cost-plus-a-fixed-fee, time-and-material or labor-hour basis.
-
- (b) The Subcontractor further agrees to include in each of his subcontracts hereunder, other than those set forth in subparagraph A 5 above, a provision to the effect that the Subcontractor agrees that the Comptroller General or any of his duly authorized representatives, shall, until the expiration of three years after final payment under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such Subcontractor, involving transactions related to the subcontract. The term "Subcontract," as used in this paragraph (b) only, excludes (i) purchase orders not exceeding \$2,500 and (ii) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

11. Article IV - Disputes

- a. Except as otherwise provided, in this Subcontract, any dispute concerning a question of fact arising under this Subcontract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Subcontractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Subcontractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Secretary. The decision of the Secretary or his duly authorized representative for determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent or capricious, or arbitrary or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Subcontractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Subcontractor shall proceed diligently with the performance of the subcontract and in accordance with the Contracting Officer's decision.

- b. This "DISPUTES" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph a above: Provided, That nothing in this Subcontract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

12. Article V - Copyright and Publications

- a. The term "materials" as used herein means writing, sound recordings, films, pictorial reproductions, drawings or other graphic representations, computer programs, and works of any similar nature produced or specified to be delivered under this subcontract. The term does not include financial reports, cost analyses and similar information incidental to subcontract administration.
- (b) It is the policy of the Office of Education that the results of activities supported by it should be utilized in the manner which would best serve the public interest. To that end, except as provided in Paragraph (c), the subcontractor shall not assert any rights at common law or in equity or establish any claim to statutory copyright in such materials; and all such materials shall be made freely available to the Government, the education community, and the general public.
- (c) Notwithstanding the provisions of Paragraph (b) above, upon request of the Subcontractor or his authorized designee, arrangements for copyright of the materials for a limited period of time may be authorized by the Commissioner, through the Contracting Officer, upon a showing satisfactory to the Office of Education that such protection will result in more effective development or dissemination of the materials and would otherwise be in the public interest.
- (d) With respect to any materials for which the securing of copyright protection is authorized under Paragraph (c), the Subcontractor hereby grants a royalty-free, nonexclusive and irrevocable license to the Government to publish, translate, reproduce, deliver, perform, use, and dispose of all such materials.
- (e) To the extent the Subcontractor has the right and permission to do so, the Subcontractor hereby grants to the Government a royalty-free, nonexclusive and irrevocable license to use in any manner copyright material not first produced in the performance of this Subcontract but which is incorporated in the materials. The Subcontractor shall advise the Contracting Officer of any such copyright material known to it not to be covered by such license.

13. Article VI - Patent Rights

- (a) Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived or for the first time actually or constructively reduced to practice, by the Subcon-

tractor, or its employees, in the course of, in connection with, or under the terms of this Subcontract, the Subcontractor shall immediately give the Contracting Officer written notice thereof, and shall promptly thereafter furnish the Contracting Officer with complete information thereon; and the head of the constituent agency shall have the sole and exclusive power to determine whether or not and where a patent application shall be filed, and to determine the disposition of all rights in such invention improvement, or discovery, including title to and rights under any patent application or patent that may issue thereon. The determination of the head of the constituent agency on all these matters shall be accepted as final and the provision of the Clause of this Subcontract entitled "DISPUTES" shall not apply; and the Subcontractor agrees that it will, and warrants that all of its employees who may be the inventors will, execute all documents and do all things necessary or proper to the effectuation of such determination.

- (b) Except as otherwise authorized in writing by the Contracting Officer, the Subcontractor shall obtain patent agreements to effectuate the provisions of this Clause from all persons who perform any part of the work under this Subcontract except such clerical and manual labor personnel as will have no access to technical data.
- (d) In the event the Subcontractor files a patent application on any invention described in paragraph (a) hereof, the patent application shall include the following statement in the first paragraph of the specification and in any patent issued thereon:

The invention described herein was made in the course of, or under a subcontract for the Department of Health, Education, and Welfare; Office of Education.

- (e) If the Government obtains Patent Rights to this clause of this contract, the Subcontractor shall be offered license rights thereto on terms at least as favorable as those offered to any other firm.
- (f) In the event no inventions, improvements, or discoveries (whether or not patentable) are made or conceived or for the first time actually or constructively reduced to practice, by the Subcontractor or its employees in the course of, in connection with, or under the terms of this Subcontract shall so certify to the Commissioner before final payment is made hereunder.

14. Printing, Binding, and Duplicating

All printings, bindings, and duplicating to be performed with funds from this grant shall be done in accord within the requirements of Government Printing and Binding Regulations No. 20, March, 1969.

Appalachian state module research demonstration field units making application to the AABEDC must present to the AABEDC basic information relevant to the following guidelines for a proposal prospectus:

1. GUIDELINES FOR PROPOSAL DEVELOPMENT FOR THE APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER

- | | |
|-------------------------------|--|
| I. PROBLEM | Should be identifiable with at least one of the twelve component area sub-objectives of the AABEDC, reference page <u>3 and 4</u> . |
| II. OBJECTIVES | Should be stated in terms of behavioral change. |
| III. RATIONALE | Should include:
(1) Explanation of reasons or principles.
(2) Geographic and demographic information, a summary of AABEDC Form 10 (page____) to be attached to prospectus. |
| IV. RELATED WORK | Should include:
(1) A review of related research.
(2) A review of other or similar projects. |
| V. PROCEDURE | Should outline:
(1) When each step is to be accomplished.
(2) What is to be produced.
(3) An evaluative design. |
| VI. PERSONNEL
(definition) | Should provide:
(1) Position descriptions
(2) Biographic data of potential personnel. |
| VII. EVALUATION | Should provide:
(1) Procedure design
(2) Plan evaluation in terms of objectives. (A system analysis approach) |
| VIII. BUDGET | Complete where appropriate AABEDC Form 112. (Indicate the funds requested AND the anticipated local or state contributions, cash and in-kind.) To be attached to the prospectus. |

AABEDC Advisory Committee THROUGH the responsible State ABE authority.

The AABEDC will consider all proposals and prospectus. Where appropriate the Center shall provide consultant services for further development and research design of proposals.

Final proposals accepted by the state director, the advisory committee and the AABEDC will be submitted to the AABEDC Regional Board of Directors for approval and recommended funding.

2. In order to facilitate the application process, forms for filing application are the following:

Form A.A.B.E.D.C. 10-Local Program Application, Demographic Information (to be attached to Proposal Prospectus)

A.A.B.E.D.C. Form Budget Request
112 1 through 4

A.A.B.E.D.C. Form Budget Summary
112 5 through 12

Each of the above forms can be found in the last section of the Guide.

III. PERSONNEL SELECTION AND CERTIFICATION

The responsibility for selecting and employing personnel in state module field units rests with the local school division or agency authority. Valid certification and acceptable credentials should be commensurate with local and/or state requirements or waived by appropriate authority for experimental research purposes.

IV. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES

A. Payment of Funds to Local School Divisions

1. General Policies

Payments made to local school divisions administering AABEDC field unit projects shall be made in accordance with terms and conditions of agreement and related to U.S.O.E. Grant Award to the AABEDC.

2. Procedures

Expenditures by local school divisions or agencies conducting AABEDC field unit projects may be made either in advance or by way of reimbursement by the Appalachian Adult Basic Education Demonstration Center, Morehead State University, in accordance

Appalachian state module research demonstration field units making application to the AABEDC must present to the AABEDC basic information relevant to the following guidelines for a proposal prospectus:

1. GUIDELINES FOR PROPOSAL DEVELOPMENT FOR THE APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER

- | | |
|-------------------------------|--|
| I. PROBLEM | Should be identifiable with at least one of the twelve component area sub-objectives of the AABEDC, reference page <u>3 and 4</u> . |
| II. OBJECTIVES | Should be stated in terms of behavioral change. |
| III. RATIONALE | Should include:
(1) Explanation of reasons or principles.
(2) Geographic and demographic information, a summary of AABEDC Form 10 (page___) to be attached to prospectus. |
| IV. RELATED WORK | Should include:
(1) A review of related research.
(2) A review of other or similar projects. |
| V. PROCEDURE | Should outline:
(1) When each step is to be accomplished.
(2) What is to be produced.
(3) An evaluative design. |
| VI. PERSONNEL
(definition) | Should provide:
(1) Position descriptions
(2) Biographic data of potential personnel. |
| VII. EVALUATION | Should provide:
(1) Procedure design
(2) Plan evaluation in terms of objectives. (A system analysis approach) |
| VIII. BUDGET | Complete where appropriate AABEDC Form 112. (Indicate the funds requested AND the anticipated local or state contributions, cash and in-kind.) To be attached to the prospectus. |

AABEDC Advisory Committee THROUGH the responsible State ABE authority.

The AABEDC will consider all proposals and prospectus. Where appropriate the Center shall provide consultant services for further development and research design of proposals.

Final proposals accepted by the state director, the advisory committee and the AABEDC will be submitted to the AABEDC Regional Board of Directors for approval and recommended funding.

2. In order to facilitate the application process, forms for filing application are the following:

Form A.A.B.E.D.C.	10-Local Program Application, Demographic Information (to be attached to Proposal Prospectus)
-------------------	---

A.A.B.E.D.C. Form	Budget Request
112 1 through 4	

A.A.B.E.D.C. Form	Budget Summary
112 5 through 12	

Each of the above forms can be found in the last section of the Guide.

III. PERSONNEL SELECTION AND CERTIFICATION

The responsibility for selecting and employing personnel in state module field units rests with the local school division or agency authority. Valid certification and acceptable credentials should be commensurate with local and/or state requirements or waved by appropriate authority for experimental research purposes.

IV. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES

A. Payment of Funds to Local School Divisions

1. General Policies

Payments made to local school divisions administering AABEDC field unit projects shall be made in accordance with terms and conditions of agreement and related to U.S.O.E. Grant Award to the AABEDC.

2. Procedures

Expenditures by local school divisions or agencies conducting AABEDC field unit projects may be made either in advance or by way of reimbursement by the Appalachian Adult Basic Education Demonstration Center, Morehead State University, in accordance

Purchase or Rental of Equipment

When equipment exceeding a cost of \$100.00 is needed for the conduct of special experimental demonstration projects, it is strongly recommended that such equipment be obtained in a contractor service or rental agreement with the local school or agency authority. It is hoped that localities will have equipment costing \$50.00 or more insured and covered, when possible, under their existing local policies, since it is impossible to use Federal funds to insure such equipment.

If lost equipment is covered by a local school divisions insurance, a statement shall be made showing the amount of insurance collected for the item. This statement should be placed with the records of the replacement equipment. A copy of this statement is to be forwarded to the AABEDC office along with identification of the new (replacement) equipment.

E. Expenditures under the Appalachian Adult Basic Education Demonstration Center Plan.

Appalachian Adult Basic Education Demonstration Center funds from Federal financial participation will be used to reimburse local school divisions for approved programs in the amount, up to 100% but wherever feasible, should not exceed "90" percent of the services performed. The amount of such required non-Federal contribution will be stated in the agreement and will be determined on the basis of the resources of the institution and the scope and significance of the project. The "10" percent matching funds may be in the form of State - local cash (or in-kind definition) or a combination.

1. Direct Costs

- (a) Salaries of the professional and clerical staff, including all amounts deducted or withheld as contributions to retirement, health or other welfare benefit funds maintained for such staff. Funds will be used for reimbursement on salaries of adult basic education personnel for time spent on activities related to field unit projects and services under the auspices of the AABEDC and may include teachers, supervisors, directors, guidance and counseling, personnel, administrators, and paraprofessionals.

(b) Full Compensation Limitation

All employees of the Grantee performing work hereunder shall be limited to full compensation for any time during which they perform work required by this grant. Full compensation shall be defined as 100% of the salary authorized for the work being performed. To the extent that additional compensation from any source is received for any time for which full compensation is to be paid, the full compensation provided by Federal funds shall be reduced pro-rata and the amount of this grant shall be reduced accordingly without reduction of the work supported thereby.

Such reduction shall be creditable as a local contribution or as cost sharing where the statute or regulations issued therefore require or recommend the same.

Examples and Explanation of Application of Above

- (1) A school teacher paid for vacation time even if on a twelve month basis who may not be required to perform work or services during the vacation period need not be considered as receiving pay for time worked during vacation such as to require a pro rate reduction in the grant price.
- (2) A professor or employee required or permitted to work 125% of time by university policy who may be employed under the grant and additionally may only be reimbursed on an 80% basis for his time worked under this required to deliver and does not deliver that additional quarter time he may receive 100% of the salary authorized.
- (3) An employee who takes time from that for which he is authorized to be paid from Federal funds to consult will have his authorized salary reduced by the value of the authorized salary for the time taken and in the event such consultation takes place during time yielded to the employer in conformance with an employer policy for more than 100% of time the employee's authorized salary will also be reduced in accordance with the example in (2) above, regardless of whether money, reciprocal services, or nothing may be required in exchange for same.
- (4) To the extent that an employee may work for himself beyond the time required by his grant of employment with his employee or under this grant the compensation he received for such work will not be used to effect a reduction in his authorized salary under this grant.

2. Employer's Contributions to Retirement, Health, Workmen's Compensation, and Other Welfare Funds Maintained for Employees of the Grantee.

3. Fees and Approved Expenses of Consultants

- (a) Fees and approved expenses may be paid to consultants, advisory committees, and other persons or groups acting in an advisory capacity to the local school division with the approval of the AABEDC.

4. Travel Expenses of Staff and Consultants, Thereto, in Accordance with Established Appropriate State, Local, or Institutional Travel Regulations and Limitations.

- (a) At the local level, travel expenses of state module field unit adult basic education personnel, shall be consistent with the policy of the local school division or agency. Travel allowance is intended for the use of covering travel between schools or that which shall be directly related to the operation of the ABE program. Typically the local supervisor's travel would fall under this category.
- (b) Reasonable travel expenses of consultants, and other persons or groups acting in an advisory capacity with respect

to approved adult basic education programs may be reimbursed for actual expenses incurred in carrying out responsibilities. Reimbursement will be paid on the basis of claims submitted for actual travel expenses, in accord with State, local or institutional designated schedules.

Travel expenses of staff and consultants in connection with local committees, workshops, and conferences are considered eligible costs of reimbursement; this will be accomplished in accordance with established travel regulations and limitations.

- (c) Travel and transportation costs may not be paid in excess of costs of transportation by common carrier, in excess of reasonable rates established by the State or such other rates approved by the State Department of Education.

5. Communications Costs.

6. Supplies, Printing, and Printed Materials.

7. Rental of, or, where Economically Justified, Purchase of Office and Program Equipment.

- (a) Federal funds may be used for the acquisition, maintenance and repair of instructional equipment, supplies, and teaching aids for the adult basic education state field units, with the approval of the AABEDC. (Reference: page ____ "C. Disposition of Facilities and Equipment, Including Loss" Item 1 "Purchase or rental of equipment.")
- (b) "Instructional equipment, supplies and teaching aids" means equipment, supplies, teaching aids (including reference materials, and textbooks to be retained by the local school division, used by authorized adult basic education personnel or by their students in learning, and an instructional program.)

8. Rental of Space.

- (a) Rental of space may include the cost of utilities and custodial services if: The cost does not exceed comparable rental on a square foot basis in the particular locality for the period of occupancy; the expenditures represent an actual cost; and, like charges are made to other agencies occupying similar space for similar purposes. Rental space in any building to the extent constructed with funds obtained from Federal Government or with funds expended for matching purposes under any Federal program is not allowable cost beyond the cost of utilities and custodial services.

9. Minor Remodeling of Space in Publicly Owned Buildings to the Extent that Such Cost Are Not Included in Rental.
10. Utilities and Custodial Services to the Extent Not Included in Any Other Item in This Section.
11. Other Related Expenses.

Administrative overhead expenses such as salaries of clerical, personnel, communication, utilities, office equipment, supplies, printed and published materials, and rental space to the extent provided above.

12. Indirect Costs.

Indirect costs, if any, will be determined on the basis of negotiation in accordance with prevailing policies in effect at the time the grant is made.

APPALACHIAN ADULT BASIC EDUCATION
DEMONSTRATION CENTER
Morehead State University
Morehead, Kentucky

NOTIFICATION OF GRANT AWARD

State Module:	Grant No.
Name of Agency	Proposal No.
Name and Address of Authorized Person:	Amount
	Period of Grant
	A. From B. Through

Proposal Title:

Scope of work and/or special conditions: Forms OE 8005 (12/66) Grant

Terms and conditions for research grants and special terms and conditions attached.

Grant Authority P.L. 89-750 Title III, Sec. 309 (b)	Appropriation 7590212
--	--------------------------

Name and address of legal agent providing Adult Basic Education Special Experimental Demonstration Project by authority of its governing body and within scope of its corporate powers.

Approved by the Appalachian Adult Basic Education Demonstration Center

George W. Eyster, Executive Director

Date

Approved by the Morehead State University
Vice President of Research & Development

Dr. Morris L. Norfleet, Vice President

Date

Corporate Seal

Date

An "Assurance of Compliance" with the Civil Rights Act of 1964 (HEW Form 441) filed with the Commissioner on _____ (date of accepted letter: _____, Register number _____), or is attached to this application and is hereby made applicable to the program for which Federal assistance is requested in this application.

The Grantee agrees to make available to the Appalachian Adult Basic Education Demonstration Center, the following records:

- (A) A periodic request for attendance; Research, Demonstration and Evaluation Design and Progress.
- (B) All Photographs, News Releases, articles, including notice of In-service training and Demonstration activity, developed at the local level.
- (C) At least one Interim Report
- (D)
- (E)
- (F)

EXPENDITURES FOR OPERATION		AMOUNT OF AABEDC FUNDS EXPENDED			
Acct. No.	EXPENDITURE ACCOUNTS	SALARIES	CONTRACTED SERVICES	OTHER SERVICES	TOTAL
100	Administration				
200	Instruction				
300	Attendance Service				
400	Health Services				
500	Student Transportation Services				
600	Operation of Plant				
700	Maintenance of Plant				
800	Fixed Charges				
900	Food Services				
1000	Student Body				
1100	Community Services				
1200	Capital Outlay				
(Sum of Accounts 100-1200) Total:					

¹ Expenditures include Disbursements plus Unliquidated Obligations as of _____ and cannot exceed the approved budget amount.

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER
COST OF ADULT BASIC EDUCATION EXPERIMENTAL DEMONSTRATION PROJECT

PROJECT TITLE: _____

Categories	Amount Requested	A.A.B.E.D.C. Use Only Amount Approved	Local Contribution Cash/In-Kind	Identify Agency	Identify Specific Contribution
100 ADMINISTRATION	\$				
Local Supervision	\$				
Travel	\$				
Clerical	\$				
Contracted Services	\$				
Staff Office Supplies	\$				
Other Allowable Items	\$				
200 INSTRUCTION	\$				
Instructional Salaries	\$				
Guidance and counseling	\$				
Travel	\$				
Consultants or Supervisors	\$				
Travel	\$				
Textbooks	\$				
Purchase of Reference Books	\$				
Instructional Supplies (Consumable)	\$				
Other Allowable Items	\$				
300 ATTENDANCE SERVICE-Not Applicable	\$				
400 HEALTH SERVICE-Not Applicable	\$				
500 STUDENT TRANSPORTATION SERVICE	\$				
Transportation	\$				

Categories	Amount Requested	A, A, B, C, D, C, Use Only Amount Approved	Local Contributions Cash/In-Kind	Identify Agency	Identify Specific Contribution
600 OPERATION OF PLANT	\$				
Custodial or Janitorial Salaries	\$				
Heat for Buildings	\$				
Utilities(including telephone)	\$				
Custodial Supplies	\$				
700 MAINTENANCE	\$				
Equipment (Repair Instructional Equip- ment)	\$				
Rental of Equipment	\$				
Other Maintenance and Repairs	\$				
800 FIXED CHARGES	\$				
Employer Share of Employee Benefits	\$				
Rental of Non-Public Space	\$				
Other Fixed Charges	\$				
900 FOOD SERVICES-NOT APPLICABLE	\$				
1000 STUDENT BODY-NOT APPLICABLE	\$				
1100 COMMUNITY SERVICES-N/A	\$				
1200 CAPITAL OUTLAY	\$				
Equipment Purchase	\$				
Remodeling (Less than \$2000)	\$				
COST OF THIS SPECIAL PROJECT (Series 100-1200)	\$				

110 Local Supervision:

Address: _____

% Time

Class Visitation	
Faculty Meetings	
Requisitioning and Securing Supplies	
Preparation of Instructional Materials	
Counseling	
Records and Reports	
Other: Responsible for the Total ABE Program	

Private Car @_____ per mile (State, Local Regulation)

110-a Supervisor's Travel \$ _____ Ext. Mileage _____ x _____
¢ per mile

Total Cost of Supervision \$ _____

110-b Clerical Salaries:

[illegible]

Total Cost Clerical Salaries \$ _____

120 Contracted Services:

Number	Days	Rate/Day (Recommended)	Total Cost
		\$100.00	
Total Cost Contracted Services		\$	

130 Staff Office Supplies:

Quantity	Items	Unit Cost	Total Cost
----------	-------	--------------	---------------

Total Cost Office Supplies \$ _____

130 Other Allowable Items:

Total Cost Other Allowable Items \$ _____

200 INSTRUCTION

210 Instructional Salaries:

Name of Teacher(s)	Length of Employment In Hours	Rate Per Hour	Rate Per Month	Total Salary
--------------------	-------------------------------------	---------------------	----------------------	-----------------

Total Cost Instructional Salaries \$ _____

214-c Guidance and Counseling Salaries:

Name of Counselor(s)	Length of Employment In Hours	Rate Per Hour	Rate Per Month	Total Salary

Counselor's Travel \$ _____ Ext. Mileage _____
¢ per mile

Total Cost Counselors \$ _____

Number	Days	Rate/Day (Recommended)	Total Cost
--------	------	---------------------------	---------------

Consultant's Travel \$ _____ Ext. Mileage _____ x _____
¢ per mile

Total Cost Consultants \$ _____

220

Textbooks: Curricula Materials:

Quantity	Item-Description-Manufacturer	Unit Cost	Total Cost

Total Cost Textbooks \$ _____

(If additional space is needed, please use back of this sheet, but place total cost on this side.)

230-a Purchase of Reference Books:

Total Cost of Reference Books: \$ _____

240 Instructional Supplies (Consumable):

Quantity	Item	Unit Cost	Total Cost

Total Cost Instructional Supplies \$ _____

(If additional space is needed, please use back of this sheet, but place total cost on this side.)

500 STUDENT TRANSPORTATION SERVICES

500 Student Transportation:

<u>Students</u>	<u>Mileage</u>	<u>Rate</u>	<u>Amount</u>

Total Cost Student Transportation \$ _____

600 OPERATION OF PLANT

610-b Custodial or Janitorial Salaries:

<u>Name</u>	<u>Length In Hours</u>	<u>Rate Per Hour</u>	<u>Total Cost</u>
-------------	----------------------------	--------------------------	-----------------------

Describe basis on which proration is made to this program

Total Cost Custodial or Janitorial Salaries \$ _____

<u>Heat for Building</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
--------------------------	-----------------	----------------------	-----------------------

640 Utilities *Chargeable to this Course:

<u>Item</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
-------------	-----------------	----------------------	-----------------------

640-a Water and Sewage

640-b Electricity

640-c Gas

640-d Telephone

640-e Other (itemize)

*Give basis on which proration for each utility is made to this program

Total Cost Utilities \$ _____

650-a Custodial Supplies:

Item

Total Cost Custodial Supplies: \$

MAINTENANCE

720-c Repair and Servicing of Equipment:

Description of proposed repairs and servicing indicating nature and type of equipment involved.

Total Estimated Cost of Repair and Service \$

740-c Rental of Equipment:

Rental of Equipment.	Period	Rate Per	Total
Equipment, Manufacture	Rental	Mo. Wk. or Yr.	Cost

Total Cost Equipment Rental \$

740-c Other Maintenance and Repairs:

Describe:

Total Cost Other Maintenance and Repairs \$

800 FIXED CHARGES

810 Employer Share of Employee Benefits:

810-b Social Security

Based on _____ % of \$ _____ = _____
(Total Salaries) (Contribution to Social Security)

830-a Rental of Non-Public Space:

Building Name--Owner's Address	Period Rental	Rate Per Mo. Wk. or Yr.	Total Cost
-----------------------------------	------------------	----------------------------	---------------

850 Other Fixed Charges (Explain):

Total Cost Other Fixed Charges \$ _____

900 Not Applicable

1000 Not Applicable

1100 Not Applicable

1200 CAPITAL OUTLAY

1210-c Minor Remodeling of School Plant (Public Facilities Only):

Note: Some remodeling or improvement to buildings where this instruction is to be given may be reimbursed only where such improvements take place within the utilized floor area. Submit drawing showing changes when necessary.

Location of Building _____

Description of Remodeling	Unit Cost	Total Cost
Total Cost Minor Remodeling Improvement		\$ _____

1230 Equipment Purchase:

Note: This equipment must be carried on inventory and clearly marked as having been purchased with Federal and/or State and/or local funds. (Two copies of inventory and one copy of invoice must be sent to the Appalachian Adult Basic Education Demonstration Center, Morehead State University, Morehead, Kentucky, Box 1353.)

Quantity	Item-Description-Manufacturer	Unit Cost	Total Cost

Total Cost Equipment \$ _____

(If additional space is needed, please use back of this sheet but place total cost on this side.)

Total Cost Other Capital Expenditures \$ _____

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER

State Module Application for Experimental Demonstration Field Unit Project

SUPPLEMENTARY INFORMATION

POPULATION (Area(s) of Service)

1. CERTIFICATION OF NEED FOR ADULT BASIC EDUCATION
Information can be found in the U.S. Census of
Population 1970

(County(s))

Number of adults 18-24 years of age who have
less than 8 years of formal schooling.

Number of adults 25 years of age and above who
have less than 8 years of formal schooling.

Number of persons 18 years of age and above who
have less than 8 years of formal schooling.

2. Number of ADCU workers reported in county
3. Number of children in the county from ADCU homes
4. School Statistics (Past Year):

a. Enrollment High School (include 9th grade)

Elementary (1-8)

b. Number of School Dropouts (past year)

5. Military Service Rejection Rate

GEOGRAPHICAL AREAS:

1. Geographical area(s) to be served by this proposal.

Attach a county map (or area of service map) indicating service area and
facility location(s).

2. Reason or reasons for selecting this particular area(s).

PHYSICAL FACILITIES

Are there rooms or buildings available for the conduct of the special experimental demonstration project that are adequate and accessible to the eligible students?

(YES)

(Location)

(Location)

(Address)

(Address)

(NO)

If the answer is no, what are your plans?

PROSPECTIVE TEACHERS

Are experienced Adult Basic Education Teachers available for the project?

Yes () No ()

Are training programs necessary or planned for teaching personnel?

Yes () No ()

Remarks:

OTHER ADULT BASIC EDUCATION PROGRAMS

1. Does the county(s) have Adult Basic Education Programs approved under:

Adult Education Act of 1966 (P.L. 89-750, Title III)

Yes () No ()

Community Action Program (P.L. 88-452, Economic Opportunity Act)

Yes () No ()

Welfare _____

Yes () No ()

Others: _____

2. Describe, briefly, successes or failures of previous or on-going Adult Basic Education Programs.

COLLEGE AND/OR UNIVERSITIES

Are there Colleges or Universities within your immediate service area?

Yes () No ()

(Name of Institution)

(Address of Institution)

Are there specific Colleges or Universities that currently provide the project area with services?

Yes () No ()

(Name of Institution)

(Name of Institution)

(Address of Institution)

(Address of Institution)

COMPUTER SERVICE

Where, if any, is the nearest COMPUTER SERVICE CENTER?

(Name of Center)

(Address)

LOCAL PLANNING OR ADVISORY COMMITTEE

Please list the name, agency, and address of those persons serving on the LOCAL planning or advisory committee for this state module demonstration field unit proposal:

(Name)

(Name)

(Position)

(Position)

(Address)

(Address)

Agency Involvement

List other agencies to be involved in your project and indicate briefly
the extent of their involvement: (CAP; MDTA; Title III (P.L. 39-10)

University or College/Welfare/Health Department/Economic Security/Regional
Commissions or Associations/State Department of Education/Labor, Business
and Industry/HUD

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

Agency:

Responsible Representative:

(Name)

(Address)

Involvement in the Project:

SPECIALIZED MATERIALS AND EQUIPMENT

The experimental demonstration field unit projects are to be innovative in at least one of several component objective areas. Identify innovative materials and equipment to be used or tested in your project:

1. CURRICULA MATERIALS

Include illustrative material and information with proposal.

_____ (Title or Name)	_____ (Title or Name)
_____ (Publisher)	_____ (Publisher)
_____ (Address)	_____ (Address)
_____ (Cost per unit)	_____ (Cost per unit)
_____ (Number of units anticipated)	_____ (Number of units anticipated)

2. EQUIPMENT

Include illustrative brochures and related information with proposal.

_____ (Equipment designation)	_____ (Equipment designation)
_____ (Manufacture)	_____ (Manufacture)
_____ (Address)	_____ (Address)
_____ (Cost (rental) per unit)	_____ (Cost (rental) per unit)
_____ (Rental per unit)	_____ (Rental per unit)
_____ (No. of units required)	_____ (No. of units required)

3. TESTING & DIAGNOSIS

Include illustrative materials with the proposal.

_____ (Title or name)	_____ (Title or name)
_____ (Publisher)	_____ (Publisher)
_____ (Address)	_____ (Address)
_____ (Cost per unit)	_____ (Cost per unit)
_____ (No. of units required)	_____ (No. of units required)

CURRICULA MATERIALS, SURVEYS, TESTS, EVALUATIVE INSTRUMENTS (Local Design)
 Many projects will be developing local materials for curricula, survey, testing, evaluation, diagnosis etc. Describe, briefly materials and instruments. Include rough drafts, copies and, where available, pre-test results.

 (Title or name)

 (Title or name)

 (Publisher)

 (Publisher)

 (Cost per unit)

 (Cost per unit)

 (Number of units required)

 (Number of units required)

SCHEDULE OF TOTAL EXPERIMENTAL DEMONSTRATION PROJECT

[illegible]

A.A.B.E.D.C. under
Adult Education Act of 1966
(P.L. 89-750-Title III
Section 309 (b) "Special
Projects.")

Form: 12

SCHEDULE OF SPECIAL PROJECT AND A.B.E. CLASSES

COUNTY(S) _____ SCHOOL OR AGENCY _____

NAME OF PROJECT: _____

Proposed Operational Period of Experimental Demonstration Project

Starting
Date

19

Month and Year

19

Ending
Date

Total
Days

TOTAL
PROJECT

July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
------	------	-------	------	------	------	------	------	------	------	-----	------

SCHEDULE OF SPECIAL PROJECT A.B.E. CLASS(S)

83 A.B.E. Number of
Class(s) Students

July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
------	------	-------	------	------	------	------	------	------	------	-----	------

No. Hours per day ()
No. Days per week ()

No. of Days per month ()

Prepared by: _____
(Name)

Title: _____

Address: _____

Date: _____

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER

UPO Box 1353
Morehead State University
Morehead, Kentucky 40351

Special Budget Report of Disbursements of AABEDC Cash

Period Ending Nov. 30, 1970

State Module:

Proposal No.

Name and Address of Grantee:

Grant No.

Amount of Disbursements

- | | | |
|--|----|---|
| 1. Disbursements of AABEDC Cash previously reported | \$ | 0 |
| 2. Disbursements of AABEDC Cash for current reporting period | \$ | |
| 3. AABEDC Cash on Hand at end of current reporting period
(Nov. 30, 1970) | \$ | |
| 4. (AABEDC cash accounted for) total | \$ | |

5. Anticipated Expenditures up to April 30, 1971

6. Submitted by:

7. Signature of Reporting Official

8. Date:

9. Please complete and submit two (2) copies of this report by the 10th day following report period.

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER

UPO Box 1353
Morehead State University
Morehead, Kentucky 40351

Special Budget Report of Disbursements of AABEDC Cash

Period Ending April 30, 1971

State Module:

Proposal No.

Name and Address of Grantee:

Grant No.

- | | <u>Amount of Disbursement</u> |
|--|-------------------------------|
| 1. Disbursements of AABEDC Cash previously reported | \$ |
| 2. Disbursements of AABEDC Cash for current reporting period | \$ |
| 3. AABEDC Cash on Hand at end of current reporting period
(April 30, 1971) | \$ |
| 4. (AABEDC cash accounted for) total | \$ |
| <hr/> | |
| 5. Anticipated Expenditures to Final Contract Date: | |
| 6. Submitted By: | |
| 7. Signature of Reporting Official: | 8. Date: |
| 9. Please complete and submit two (2) copies of this report by the 10th day following report period. | |

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER
STUDENT INFORMATION SURVEY

e teacher, counselor, or other staff member will interview and fill out this form for
ch participant.

Name _____

Address _____

Telephone Number _____

In what year were you born? _____

Sex: (check) _____ Male _____ Female

Race: (check) _____ White _____ Negro _____ Other _____

Marital Status: (check) _____ Single _____ Married _____ Other _____

How many children do you have at home? _____

NAME OF CHILD

AGE

GRADE IN SCHOOL

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many years have you lived in the Community? _____

Highest grade parents completed. _____ Father _____ Mother

Highest grade you completed in school. _____ Where? _____

What is your primary occupation? _____

10. What is your current work status? (check)
- | | |
|--|--|
| <input type="checkbox"/> Employed full time | <input type="checkbox"/> Not seeking work - Unemployed |
| <input type="checkbox"/> Employed part time | <input type="checkbox"/> To be placed through this project |
| <input type="checkbox"/> Unemployed but seeking work | |
11. If not employed full time, the main reason is (check)
- ☐ Unable to find work
- ☐ Keeping House
- ☐ In School
- ☐ Retired
- ☐ Disabled
- ☐ Other (specify) _____
12. How was the contact between ABE and the participant made? _____
- _____
- _____
13. Reason for participation in ABE? _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
14. Has the participant been enrolled in ABE before? _____ Yes _____ No
15. If yes, how long? _____
16. Additional information:

APPALACHIAN ADULT ~~BASIC~~ EDUCATION DEMONSTRATION CENTER

EMPLOYMENT STATUS

This form should be filled out by the teacher for each pupil enrolled.

1. Name _____

2. If unemployed, what type of work has the student done in the past?

3. What type of job would the student like to have?

4. Occupational changes since
enrollment. Record nature
of change.

Reasons for change.

_____	A. _____
_____	B. _____
_____	C. _____
_____	D. _____
_____	E. _____
_____	F. _____

AGENCY REFERRAL

NAME OF STUDENT _____

AGE _____ SEX _____ LENGTH OF TIME IN PROGRAM _____

RACE _____ BEGINNING ACHIEVEMENT LEVELS _____

[illegible]

APPALACHIAN ADULT BASIC EDUCATION
DEMONSTRATION CENTER MODULE STATISTICS

Please complete this form and include it in your May 31, 1970, final report and future interim and final reports.

I. DEMONSTRATION PROJECT

NAME _____

ADDRESS _____

DIRECTOR(s) _____

II. GEOGRAPHIC AREA

List the counties your demonstration project serves:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. TEACHERS

	Full-time	Part-time
Number Employed During 1969 - 1970 Year	_____	_____
Number Employed at End of 1969 - 1970 Year	_____	_____
The Average Hours Worked Per Week	_____	_____

IV. STUDENTS

Number Enrolled During
1969 - 1970 Year

Number Enrolled at End
of 1969 - 1970 Year

Average Hours of
Attendance Per Week

V. PROJECT ADMINISTRATORS

Full - time

Part - time

Average Hours
Per Week

VI. OTHER STAFF

Staff Title

Full-time

Part-time

Average Hours
Per Week

APPALACHIAN ADULT BASIC EDUCATION DEMONSTRATION CENTER
WITHDRAWAL FORM

This form should be completed by the teacher for each student who withdraws from class.

1. Name of student _____

2. Number of hours in attendance before withdrawal _____

3. Please indicate the attendance pattern of the student before he withdrew from class by checking one of the statements below.

- _____ a. withdrew after attending one or two classes
_____ b. withdrew after period of irregular attendance
_____ c. attendance was good, withdrawal was abrupt

4. Please indicate the grade level of the student.

- _____ a. Level I
_____ b. Level II
_____ c. Level III

5. How many hours of instruction did the student miss before he was contacted. _____

6. Please check the statement below which best describes the reason why the student withdrew.

- _____ a. transferred to another ABE class
_____ b. entered other educational training
_____ c. moved away
_____ d. completed requirements for eighth grade equivalency or beyond
_____ e. secured employment
_____ f. lost interest
_____ g. conflict with work
_____ h. family problems
_____ i. other reason(s). Specify: _____

AABEDC PROFESSIONAL STAFF

NAME POSITION	DEGREES	INSTITUTIONS
George W. Eyster Executive Director	Bachelor of Arts Master of Arts Master of Science 6 year Specialist Degree in Adult Education Doctor of Philosophy (Pending)	University of Michigan University of Michigan Eastern Michigan University Michigan State University Michigan State University
Harold Rose Research Administrator	Bachelor of Arts Master of Education Doctor of Philosophy	North Carolina State Univ. North Carolina State Univ. Florida State University
Ann P. Hayes Evaluation Specialist	Bachelor of Science Master of Arts (Pending) Doctor of Philosophy (Pending)	University of Vermont University of Chicago University of Chicago
John E. Gaus Learning Center Specialist	Bachelor of Engineering Mechanical Engineering Bachelor of Divinity Master of Science Metallurgical Engineering Master of Sacred Theology Doctor of Philosophy (Pending)	Yale University University of Chicago Divinity School Columbia University Luthern Theological Seminary Philadelphia University of Wisconsin
Husain Qazilbash Curriculum Specialist	Bachelor of Science in Agriculture Diploma in Agriculture Extension Work Masters of Science Doctor of Philosophy (Pending)	University of Sind, Pakistan Justus Liebig University West Germany Montana State University Florida State University
Frank J. Collesano Administrative Assistant	Bachelor of Science Master of Business Education Master of Higher Education (Pending)	Morehead State University Morehead State University Morehead State University
Lamar Marchese Information Specialist	Bachelor of Arts Masters of Arts (Pending)	University of South Florida University of Florida